



Read to be Ready Summer Grant Call for Proposals

The Tennessee Department of Education seeks proposals for summer instructional programs that provide reading and writing opportunities for rising first, second, and third grade students. Proposals are due by **Friday, April 22 at 5:00 p.m. CDT**, and applicants will be notified of the status of their proposals no later than **Monday, May 2**. If awarded, programs must begin no later than June 15 and must run for a minimum of four weeks. The Read to be Ready Summer Grant is supported by funds from the Dollar General Literacy Foundation.

Purpose

The purpose of the Read to be Ready Summer Grant is to fund programs that target low-income students who we know experience the greatest summer learning loss. The grants are intended to fund summer instructional programs that provide rich reading and writing opportunities for rising first, second, and third grade students. The goal is to develop a student's love for reading over the summer months by providing them with access to a multitude of high-quality books at different levels and for different interests. We invite educators and leaders of summer programs to submit proposals describing their goals and plans for implementing their proposed summer reading program.

Program criteria

Criteria for evaluating the proposals for the Read to be Ready Summer Grant are presented on the evaluation rubric which can be found on the Read to be Ready website. The following is a list of characteristics that programs **must** demonstrate to be considered for funding:

- Target rising first, second, and/or third graders who are economically disadvantaged
- Serve a minimum of fifteen students with an instructor to student ratio of one to five
- Run at least four hours a day for a minimum of four weeks
- If not based at the LEA, demonstrate a partnership with the school district and support from the director of schools
- Align with the Tennessee Academic Standards and Read to be Ready goals and differentiate best practices in literacy for the unique needs of the students
- Provide a clear plan for communication and engagement of students and families

Expectations

Applicants that are awarded summer grant dollars will be expected to do the following:

- Attend a half-day training session in late May/early June coordinated by the Tennessee Department of Education
- Provide each student with at least six books for their own home library
- Track and report on progress toward meeting goals by reporting metrics such as:
 - student attendance

- time spent daily (or weekly) reading and writing in groups or individually
- number of books/pages read daily (or weekly) in small groups or individually
- students' choice of books weekly for reading and writing activities, and/or take home books.
- students' interest in reading activities (with use of brief surveys or interviews)
- daily (brief) checks of students' comprehension
- weekly writing projects
- family participation in at-home reading and writing activities (with brief surveys or interviews)
- Maintain a budget document that tracks spending and use of funds over the course of the summer
- Comply with state assurances regarding staff quality and student health and safety which will be shared once a program is selected to receive a grant.

Funding

For summer 2016, grant awards will range from \$5,000 to \$30,000 per grantee. A grant agreement will be provided no later than two business days following final award notification. The grantee will be expected to sign and return the grant agreement within five business days of receipt. Additionally, the grantee will be required to provide fiscal information such as payment mailing address, Federal Tax Identification Number, IRS Tax Status, Form W-9, and/or most recent Form 990, as appropriate, within the same timeframe.

Award disbursement can be expected no later than two weeks after the department's receipt of the grantee's required materials and signed agreement. Funds may be used via the guidelines outlined in the budget document.

Application Components

Those interested in applying for a grant will find all relevant materials, including the evaluation rubric, budget template, sample letter of support, and guiding principles for summer programs on the Read to be Ready website. Please note that you must **submit all elements of the application at one time**, so please be sure to collect all your information and documents before beginning the application process. In order to know what information you will need to collect in advance of submitting your application, you can click [here](#) to see a full preview of the application and the required fields.

Below is a list of all the documents you will need to have prepared to upload for the application:

- **Program description narrative** (see below for requirements)
- **Budget template** (an Excel template can be found on the Read to be Ready website)
- **Program director resume**
- **Staff resumes** (if applicable)
- **Letter of support from director of schools**
- **Additional letter of support** (optional)

Program Description Narrative Guidance

As part of your application, we are asking you to provide the evaluation team with a detailed program description in the form of a narrative. Please address all bullet points below in a Word document to be uploaded to your online application. The description should be no more than six pages.

Before writing your program description narrative, please read the evaluation rubric thoroughly so you understand the expectations of each program. Below is a list of some of the items you should be sure to address in your description, but this list is by no means exhaustive.

- Provide a **detailed overview** of the type of program you will be providing for students over the summer and how students will engage meaningfully with reading and writing.
- Explain **why your program deserves to receive funding**. If you cannot quantify past success, explain why your program will be successful.
- Explain how you will ensure that your program is academically **rigorous and aligned** to the [TN Academic Standards](#) and student need.
- Describe how you will measure success over the course of the summer with a detailed **evaluation plan**.
- Provide detail on the **program director** (e.g., past experience, understanding of literacy instruction, student successes to date, qualifications, etc.) *Note: You must upload the resume for the program director when you submit your application online.*
- Describe the number and type of **staff members** you will hire for the summer to instruct and work with students. If you do not yet know the specific individuals, describe the experience level of the individuals you will recruit and how you plan to recruit them. *Note: You will be asked to upload resumes for hired staff when you submit your application online. This does not apply if staff has not yet been hired.*
- Detail any necessary **program logistics** (e.g., length of the program, location of program, access to bathrooms, steps to ensure health and safety of children, transportation methods, student resources, etc.)
- Discuss how you will **identify the students** you serve and how you will communicate this opportunity to them. Please also include the **size/reach** of your program and how you plan to retain students throughout the summer.
- Discuss how you will **partner** with the district and its leadership to further your program's success. *Please note that you are required to upload a letter of support from the local director of schools. You may upload one additional letter of support if desired.*
- Detail any **anticipated challenges** as you plan out your summer.
- Discuss your strategy for **communication** and **family engagement**.
- Provide a **budget narrative** that explains the costs contained in your budget template as well as any additional sources of funding for your program. *Note: You will upload your budget template when you submit your application online.*

As a reminder, all applications must be submitted by **Friday, April 22 at 5:00 p.m. CDT**.

If you have any questions, please email ReadtobeReady.TN@tn.gov.